//Khara Hais Municipality

PLANNING

Section 8: Proposed Programmes - Training for Municipal Employees during: **2012/2013**

Note that if you have not yet appointed a provider, you can write 'not yet appointed' in the 'Proposed Provider' column

No.	Course Name or Qualification Title	Proposed Provider	Skills Priority Area	Skills Priority No	Informal/ Formal	In-house/ External	Type of Intervention	Target Employment Category	Total No. to be Trained	Estimated Cost
1	Certificate in Municipal Finance Management	University of Pretoria	Financial	1	Formal	In-house	Certificate	Directors and Corporate Ma	25	R 1 064 198.00
2	Municipal Finance Management	SAAICA/Deloitte	Financial	1	Formal	External	Certificate	Professionals	7	R 30 000.00
3	Environmental Health Practitioners	MTI	Specialist Skills required by legislation	2	Formal	External	Short Course	Professionals	3	R 0.00
4	Crane, Forklift & Cherry Picker Operators	To be appointed	Specialist Skills required by legislation	2	Formal	In-house	Short Course	Technicians & Trade Worke	25	R 75 000.00
5	IMIS Training	TGIS	Administration	4	Formal	In-house	Short Course	Clerical & Administrative W	40	R 0.00
6	Water and Wastewater Process Control NQF3	To be appointed	Specialist Skills required by legislation	2	Formal	In-house	Certificate	Machine Operators & Drive	19	R 50 000.00
7	Water and Wastewater Treatment Process Opera	To be appointed	Specialist Skills required by legislation	2	Formal	In-house	Certificate	Machine Operators & Drive	19	R 50 000.00
8	Customer Care	MTI/ To be appointed	Client service	6	Formal	In-house	Short Course	Clerical & Administrative W	20	R 20 000.00
9	Computer Training	To be appointed	Computer Literacy	5	Formal	In-house	Short Course	Legislators	16	R 16 000.00
10	Plumbing	MTI/ To be appointed	Specialist technical	3	Formal	External	Skills Programme	Labourers	3	R 0.00
11	ODETDP	LGSETA	Training skills	7	Formal	External	Skills Programme	Community & Personal Ser	9	R 0.00
12	Training on Infrastructure Development	To be appointed	Specialist Skills required by legislation	2	Formal	External	Short Course	Labourers	50	R 150 000.00
13	Fire Fighting1 & Hazmat Awareness	To be appointed	Specialist Skills required by legislation	2	Formal	External	Short Course	Community & Personal Service Worke		R 50 000.00
14	Fire Fighting 2 & Hazmat Operations	To be appointed	Specialist Skills required by legislation	2	Formal	External	Short Course	Community & Personal Service Worke		R 50 000.00
15	Fire Prevention & Advanced Fire Prevention	To be appointed	Specialist Skills required by legislation	2	Formal	External	Short Course	Community & Personal Service Worke		R 50 000.00
16	Fire Investigation	To be appointed	Specialist Skills required by legislation	2	Formal	External				R 400 000.00
17	Study bursaries	Various as required								
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Summary Data of Proposed Programmes for Employees

Total Number to be Trained		236
Total Estimated Cost of Training		R 1 900 998.00
Total Estimated Levy		R 1 700 729.14
Total Estimated Cost as a % of Levy		111.78%
Total Interventions		
Skills Priority No	**Name of Intervention**	**Number of Interventions Planned**
6	ABET	0
3	Administration	1
4	Client service	1
5	Computer Literacy	1
0	Corporate, legal and support	0
0	Financial	2
0	Life skills	0
1	Management / leadership	0
0	Occupational Health and Safety	0
0	Policy development	0
0	Project management /planning	0
0	Social/community/economic development and planning	0
0	Specialist technical	1
7	Training skills	1
2	Specialist Skills required by legislation	9
	Total Interventions not linked to Sector Skills Priorities	0

REPORTING - *Quarterly and Annual Report*

Section 8: Programme Details - Training for Municipal Employees during 2011/2012

No.	Course Name or Qualification Title	Name of Provider	Skills Area	Skills Priority No	NQF Level	Informal/ Formal	In-house/ External	Includes SAQA reg. unit standards	Type of Intervention	Start Date	End Date	Duration	Target Employment Category	Total No. Trained	Actual Cost
1	Municipal Finance Management	University of Pretoria	Management / leadership	2	6	Formal	In-house	Yes	Certificate	2 Mei 2012	Jan-13	9 Months	Directors and Corporate Ma	25	R 226 125.00
2	Municipal Finance Management	SAAICA/Deloitte	Financial	4	6	Formal	External	Yes	Certificate	Apr-12	Jun-13	15 Months	Professionals	7	R 0.00
3	Law Enforcement	Molao Academy	Specialist Skills required by legislation	1	Unknown	Formal	In-house		Short Course	15-Aug-11	18-Aug-11	4 days	Community & Personal Ser	23	R 53 455.00
4	Transportation of Hazardous Goods	Bayteck Fire cc	Occupational Health and Safety	5	Unknown	Formal	In-house		Short Course			1 day	Machine Operators & Drive	30	R 14 706.00
5	Introduction Windows, Word and Excel Level 1	Creative Minds	Computer Literacy	6	Unknown	Formal	External		Short Course			40 hours	Labourers	19	R 18 905.00
6	Word Basic, Intermediate and Avanced	Universal College Outcomes	Computer Literacy	6	Unknown	Formal	External		Short Course	Feb-12	Apr-12	40 hours	Clerical & Administrative W	4	R 11 339.00
7	Grap for Non- Financial Officers	IMFO	Financial	4	Unknown	Formal	External		Short Course	02-Feb-12	03-Feb-12	2 days	Professionals	14	R 65 520.00
8	GIS Training	Unisa	Specialist technical	3	Unknown	Formal	External		Short Course	Jul-05	2011	8 months	Professionals	1	R 7 200.00
9	Disaster Risk Management	African Centre for Disaster Studies	Social/community/economic development and plan	10	Unknown	Formal	External		Short Course	25-Jan-12	27-Jan-12	3 days	Community & Personal Ser	10	R 15 000.00
10	Speed Reading and Memory Enhancement	Psaros Communications	Training skills	15	Unknown	Formal	External		Short Course	09-Feb-12	10-Feb-12	2 days	Directors and Corporate Ma	2	R 22 590.00
11	Effective Report Writing and Meeting Coordination	Rantsane Mario	Administration	8	Unknown	Formal	External		Short Course	19 Des 2011	21 Des 2011	3 days	Clerical & Administrative W	2	R 15 957.72
12	Sports Sponshorship Indaba	Promedia	Social/community/economic development and plan	10	Unknown	Formal	External		Short Course	26-Jan-12	28-Jan-12	3 days	Legislators	3	R 5 850.00
13	Energy Efficiency in Building	SAIAT	Specialist technical	3	Unknown	Formal	External		Short Course	14-Nov-11	15-Nov-11	2	Professionals	3	R 7 350.00
14	Initiating and Chairing Discilinary Hearing	Salga	Corporate, legal and support	12	Unknown	Formal	External		Short Course	5 Des 2011	6 Des 2012	2 days	Directors and Corporate Ma	5	R 0.00
15	Welding	MTI	Specialist technical	4	Unknown	Formal	External		Short Course	24-Oct-11	02-Nov-11	8 days	Labourers	9	R 0.00
16	Workforce Planning	Knowledge Resources	Administration	8	Unknown	Formal	External		Short Course	08-Nov-11	08-Nov-11	1 day	Directors and Corporate Ma	1	R 4 400.00
17	Supervisory Skills	The Training Gateway	Management / leadership	2	Unknown	Formal	External		Short Course	10 Nov 2011	11 Nov 2011	2 days	Technicians & Trade Work	20	R 38 300.00
18	PRP's and HACCP	AC Consulting	Specialist Skills required by legislation	1	Unknown	Formal	External		Short Course	07-Nov-11	09-Nov-11	3 days	Professionals	1	R 4 434.60
19	Handling and use of Hand and Shotguns	De Pauw Trading	Specialist technical	1	Unknown	Formal	External		Short Course			4 days	Community & Personal Ser	10	R 28 600.00
20	Sexual Harrasment	CCMA	Administration	8	Unknown	Formal	In-house		Short Course	21-Oct-11		1 day	Clerical & Administrative W	17	R 1 080.00
21	Nat.Certificate: Water and Wastewater Process Co	Aurecon	Specialist Skills required by legislation	1	3	Formal	In-house		Skills Programme	Jul-11	Nov-11	5 months	Machine Operators & Drive	22	R 27 500.00
22	Water and Wastewater Treatment Process Operat	Aurecon	Specialist Skills required by legislation	1	2	Formal	In-house		Skills Programme	Apr-11	Dec-11	9 Months	Machine Operators & Drive	9	R 13 500.00
23	Mentorship and Coaching	PALAMA	Management / leadership	2		Formal	External		Skills Programme	27 Set 2011	29-Sep-11	3 days	Directors and Corporate Ma	3	R 0.00
24	Jackhammer	Red & Training	Specialist technical	3	Unknown	Formal	In-house		Short Course	22-Sep-11	23-Sep-11	2 days	Labourers	15	R 14 807.00
25	Jackhammer	Red & Training	Specialist technical	3	Unknown	Formal	In-house		Short Course	26-Sep-11	27-Sep-11	2 days	Labourers	12	R 11 015.20
26	Telephone Equitte & Frontline Reception Skills	CBM Training	Client service	7	Unknown	Formal	In-house		Short Course	05-Sep-11	06-Sep-11	2 days	Clerical & Administrative W	18	R 38 512.00
27	Internal Auditing Principles and Practices (Food Sa	Swift Micro Laboratories	Specialist Skills required by legislation	1	4	Formal	External		Short Course	13-Sep-11	14-Sep-11	2 days	Professionals	1	R 5 677.20
28	Building Control Officers Convention	NRCS	Project management /planning	13	Unknown	Formal	External		Short Course	29-Sep		1 day	Professionals	1	R 250.00
29	The Successful PA	Genesis Training & Development Solutions	Administration	8	Unknown	Formal	External		Short Course	06-Sep-11	08-Sep-11	3 days	Clerical & Administrative W	4	R 26 904.00
30	Brandblusser opleiding	//Khara Hais Fire Brigade	Occupational Health and Safety	5	Unknown	Formal	In-house		Short Course	23-Aug-11		1 day	Labourers	36	R 2 090.00
31	Training for Occupational Health and Safety Repre	Risk Com RCCT NC	Occupational Health and Safety	5	Unknown	Formal	In-house		Short Course	22-Aug-11	22-Aug-11	1 day	Labourers	37	R 26 498.00
32	Disciplinary Hearing Training	SALGA	Administration	8	Unknown	Formal	External		Short Course	15-Aug-11	17-Aug-11	3 days	Directors and Corporate Ma	2	R 0.00
33	Basic Archives and Records Management	Unisa	Administration	8	Unknown	Formal	External		Short Course	02-Aug-11	05-Aug-11	4 days	Clerical & Administrative W	2	R 12 800.00
34	ISO 22000 (Food Safety)	AC Consulting	Specialist Skills required by legislation	1	Unknown	Formal	External		Short Course	10-Aug-11	12-Aug-11	3 days	Professionals	1	R 4 212.87
35	Essentials of Leave Abuse & Absenteeism	Softline VIP	Administration	8	Unknown	Formal	External		Short Course	22-Jul-11		1 day	Clerical & Administrative W	4	R 5 453.76
36	Wellness Programmes & Occupational Health	Pungela Consulting	Occupational Health and Safety	5	Unknown	Formal	External		Short Course	20-Jul-11	22-Jul-11	3 days	Clerical & Administrative W	2	R 11 998.00
37	Protocol Diplomacy Ettiquette Culture & Function	Rantsane Mario	Client service	7	Unknown	Formal	External		Short Course	13-Jul-11	15-Jul-11	3 days	Directors and Corporate Ma	1	R 6 838.86
38	Coaching & Mentoring	Aurecon	Training skills	15	Unknown	Formal	External		Short Course	11-Jul-11	14-Jul-11	3 days	Technicians & Trade Work	1	R 0.00
39	Training of Investigators	The Guardian Group	Corporate, legal and support	12	Unknown	Formal	External		Short Course	26-Oct-11	02-Nov-12	3 days	Clerical & Administrative W	48	R 58 000.00
40	Fire Tecnology	Fire Protection Association of SA	Specialist Skills required by legislation	1	Unknown	Formal	External		Short Course	03-Aug-11	04-Aug-11	2 days	Community & Personal Ser	1	R 3 363.00
41	How to comply with Acts and Regulations	SAIAT	Specialist Skills required by legislation	1	Unknown	Formal	External		Short Course	27-Jul-11		1 day	Professionals	1	R 1 980.00
42	IT Governance workshop	IIR Training	Administration	8	Unknown	Formal	External		Short Course	12-Jul-11	14-Jul-11	3 days	Directors and Corporate Ma	1	R 11 398.86
43	Planit GIS Training	TGIS	Computer Literacy	6	Unknown	Formal	External		Short Course	04-Jul-11	06-Jul-11	3 days	Directors and Corporate Ma	2	R 11 989.00
44	Intermediate Course	Creative Minds	Computer Literacy	6	Unknown	Formal	External		Short Course	Jan-12	Mar-12	40 hours	Clerical & Administrative W	1	R 2 195.00
45	Advanced course	Creative Minds	Computer Literacy	6	Unknown	Formal	External		Short Course	Jan-12	Mar-12	40 hours	Community & Personal Ser	1	R 3 895.00
46	Assessor Training	MTI	Training skills	15	5	Formal	External		Short Course	14-May-12	16-May-12	3 days	Professionals	3	R 0.00
47	Montoring Training	MTI	Training skills	15	6	Formal	External		Short Course	17-May-12	19-May-12	3 days	Professionals	3	R 0.00
48	Plumbing Training	MTI	Specialist technical	3		Formal	External		Short Course	07-May-12	18-May	2 weeks	Labourers	1	R 0.00
49	Grassnyer en Kantslaner	Red & Training	Specialist technical	3	Unknown	Formal	In-house		Short Course	13-Mar-12	14-Mar-12	2 days	Labourers	17	R 22 280.00
50	IMIS training	TGIS	Administration	8	Unknown	Formal	In-house		Short Course	Jul-11	Apr-12	1 day	Clerical & Administrative W	42	R 2 400.00
51	BSc IT Management	Unisa	Specialist technical	3	6	Formal	External	Yes	Degree	Jan-11		3 years	Technicians & Trade Work	1	R 3 748.00
52	ND Human Resources	Unisa	Social/community/economic development and plan	10	5	Formal	External	Yes	Diploma	Jan-11		1 year	Clerical & Administrative W	1	R 7 896.00
53	Horticulture NQF 4	BC Landscape Training & Consultants	Social/community/economic development and plan	10	6	Formal	External	Yes	Certificate	Feb-11	Jul-12	5 months	Technicians & Trade Work	1	R 17 100.00
54	NDip: Human Resources Management	Vaal University of Technology	Administration	8	5	Formal	External	Yes	Diploma	Feb-12	Des 2012	1 year	Clerical & Administrative W	1	R 15 850.00
55	BSc IT Man	University of South Africa	Specialist technical	3	6	Formal	External	Yes	Degree	Feb 2012	Des 2012	1 year	Technicians & Trade Work	1	R 4 720.00
56	B.Social Science (Hons)	Unisa	Social/community/economic development and planning	10	7	Formal	External	Yes	Degree	Feb-11	Des 2012	1 year	Professionals	1	R 5 952.00
57	B Tech HRM	Unisa	Administration	10	6	Formal	External	Yes	Diploma	Jan-12	des 2012	1 year	Clerical & Administrative W	1	R
58	NDip: Traffic and Metro Police	Lyceum College	Social/community/economic development and plan	10	4	Formal	External	Yes	Diploma	Jan-12	Des 2012	1 Year	Community & Personal Ser	1	R 13 000.00
59	LLB	Unisa	Corporate, legal and support	12	3	Formal	External	Yes	Degree	Jul-11	Des 2012	1 year	Directors and Corporate Ma	1	R 9 286.95
60	Programme in Office Man.	Unisa	Administration	8	6	Formal	External	Yes	Skills Programme	Jul-11	Jul-12	1 Year	Clerical & Administrative W	1	R 4 280.00
61	BTech: HRM	Unisa	Administration	8	5	Formal	External	Yes	Diploma					1	R 3 072.00
62	Cert: LED	University of Western Cape	Social/community/economic development and plan	10	5	Formal	External	Yes	Certificate	Jan-11	Des 2011	1 Year	Clerical & Administrative W	1	R 17 831.00
63	NDip: HRM	Vaal University of Technology	Administration	8	5	Formal	External	Yes	Diploma	Feb-11	Des 2011	1 year	Clerical & Administrative W	1	R 8 141.90
64	NDip: Public Management	Unisa	Administration	8	5	Formal	External	Yes	Diploma	Feb-11	Des 2011	1 Year	Clerical & Administrative W	1	R 8 400.00
65	NDip: Public Administration and Management	Unisa	Administration	8	5	Formal	External	Yes	Diploma	Jul-11	Des 2012			1	R 4 550.00
66	LLB	Unisa	Corporate, legal and support	12	6	Formal	External	Yes	Degree	Jan-12	Des 2012	1 year	Clerical & Administrative W	1	R 5 412.00
67	B Tech: Human Resources Management	Unisa	Administration	8	6	Formal	External	Yes	Diploma	Jan-12	Des 2012	1 year	Clerical & Administrative W	1	R 10 939.92
68	ND Human Resources	Vaal University of Technology	Administration	8	5	Formal	External	Yes	Diploma	Jan-12	Des 2012	1 year	Clerical & Administrative W	1	R 15 850.00
69	Administrative Management	Unisa	Administration	8	5	Formal	External	Yes	Diploma	Jul-11	Jun-12	1 year	Clerical & Administrative W	1	R 3 722.00
70	Programme in Office Man.	Unisa	Administration	8	3	Formal	External	Yes	Diploma	Feb-11	Des 2011	1 year	Clerical & Administrative W	1	R 4 560.00

71	Programme in Safety Management	Unisa	Social/community/economic development and plar	10	3	Formal	External	Yes	Certificate	Feb-12	Jan-13	1 year	Professionals	1	R 6 000.00
72	Local Government Management	Intec College	Management / leadership	4	5	Formal	External	Yes	Certificate	Feb-12	Des 2012	1 year	Clerical & Administrative W	1	R 6 488.00
73	Dipl in Public Administration	Oxbridge Academy	Administration	8	5	Formal	External	Yes	Diploma	Jul-11	Jun-12	I year	Labourers	1	R 6 220.00
74	Diploma in Management	Southern Business School	Administration	8	5	Formal	External	Yes	Diploma	Mar-12	Des 2012	1 year	Clerical & Administrative W	1	R 5 219.95
75	BTECH: Internal Auditing	Unisa	Financial	4	5	Formal	External	Yes	Diploma	Jan-11	Des 2011	1 year	Clerical & Administrative W	1	R 3 072.00
76	Property Management	Cape Peninsula University of Technology	Corporate, legal and support	12	4	Formal	External	Yes	Diploma	Jan-12	Des 2012	1 year	Directors and Corporate Ma	1	R 16 190.00
77	National Diploma: Project Management	Oxbridge Academy	Project management /planning	13	5	Formal	External	Yes	Diploma	Jul-11	Jun-12	1 year	Labourers	2	R 12 440.00
78	LLB	Unisa	Corporate, legal and support	12	6	Formal	External	Yes	Degree	Jul-11	Des 2011	1 year	Professionals	1	R 7 272.00
79	Diploma in Public Administation	Lyceum College	Administration	8	5	Formal	External	Yes	Diploma	Feb-12	Des 2012	1 year	Clerical & Administrative W	1	R 6 985.50
80	Advanced Diploma in Public administration	University of Western Cape	Administration	4	5	Formal	External	Yes	Diploma	Feb-12	Des 2012	1 year	Clerical & Administrative W	1	R 27 500.00
81	Level 3 Certificate	Instute of Fire Engineers	Specialist technical	3	5	Formal	External	Yes	Certificate	Aug-11	Jul-12	1 year	Community & Personal Ser	1	R 11 830.00
82	Management and Administration	College SA	Management / leadership	4	4	Formal	External	Yes	Certificate	Nov-11	Nov-12	1 year	Labourers	1	R 11 506.00
83	LLB	Unisa	Corporate, legal and support	12	6	Formal	External	Yes	Certificate	Jul-11	Des 2012	18 months	Directors and Corporate Ma	1	R 8 168.80
84	BA Communication Science	Unisa	Client service	7	6	Formal	External	Yes	Degree	Jan-11	Jul-12	18 months	Directors and Corporate Ma	1	R 6 848.70
85	B Tech HRM	Unisa	Administration	8	6	Formal	External	Yes	Diploma	Feb-11	Des 2012	2 years	Clerical & Administrative W	1	R 7 692.85
76	Environmental Health Practitioners	MTI	Specialist technical	2		Formal	External	Yes	Certificate	May-12	May-12	3 days	Professionals	2	R 0.00
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Summary of Actual Programmes

Total Number Trained	536
Total Actual Cost of Training	R 1 174 115.64
Total Estimated Levy	R 0.00
Total Estimated Cost as a % of Levy	#DIV/0!
Total Interventions	

Skills Priority No	Name of Intervention	Number of Interventions Planned
6	ABET	0
3	Administration	25
4	Client service	3
5	Computer Literacy	5
0	Corporate, legal and support	7
0	Financial	3
0	Life skills	0
1	Management / leadership	5
0	Occupational Health and Safety	4
0	Policy development	0
0	Project management /planning	2
0	Social/community/economic development and planning	8
0	Specialist technical	12
7	Training skills	4
2	Specialist Skills required by legislation	8
	Total Interventions not linked to Sector Skills Priorities	0